## BOARD OF COUNTY COMMISSIONERS' (BOCC) CONCURRENCE FORM



This form must be completed for all staff reports being prepared for BOCC meetings/public hearings and is the cover sheet for the staff report. The original (single-sided) staff report needs to be submitted to the County Manager's Office one (1) week in advance of the scheduled presentation date. For Closed Sessions please submit the original (single-sided) and 8 (double-sided copies) of the staff report.

To: Office of the County Manager			
From (Name & Division): Diane George, CPPB Procurement/Finance Phone #: 301-600-1047			
Requested Meeting Date (mm/dd/yr): 11/29/12 Est. Presentation Time: 10 minutes			
Staff Report Topic: (The text provided here will also be reflected on the meeting agenda and county's website.)			
Purchasing Memo #13-071, Recommendation to approve RFP #12-CSC-03, Architectural and Engineering			
Design Services for Middletown Fire Station			
County Funds Requested/Required: \$408,873.00			
Type of Meeting:			
(Click to place a check mark in the following appropriate boxes.)			
✓ Administrative Business (The Consent Agenda Committee determines which items are eligible for the consent agenda.			
Worksession Closed Session Public Hearing (a.m. or p.m. )			
BOCC/BOE Mtg. County/Municipalities Mtg.			
Power Point Presentation			
Board Action Desired: ✓ Decision ☐ Guidance ☐ Information			
Staff Report Review:			
This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:			
Initials Date Comments Y/N (Page 2)			
✓Budget Officer   WH 11/2/1/2   N			
Finance Director <u>Gw</u> 1/21/2 N			
County Attorney's Office			
County Manager     1/21/13   N			

Other Reviewing Divisions/Agencies: (Click to place a check mark in the following appropriate to the control of	oriate spaces.)		
	see page 3	Date	Comments Y/N (noted below)
Other:			· · · · · · · · · · · · · · · · · · ·
Elected Officials or Independent Agencies:	<u>Initials</u>	<u>Date</u>	Comments Y/N (noted below)
Board of EducationBoard of ElectionsBoard of License CommissionersCitizens Care & Rehabilitation Center/			
Comments:  1. From:		<u>Date</u> :	
2. <u>From:</u>		Date:	
3. From:		Date:	
4. <u>From:</u>		<u>Date</u> :	
5. <u>From:</u>		<u>Date</u> :	

#### BID AWARD CONCURRENCE CHECK OFF AND INFORMATION SHEET

The Board of County Commissioners has requested the following information be provided for all bid awards. Special emphasis has been placed on receiving the concurrence of all County Departments that may have any involvement in a procurement action. Please complete, including concurrence signatures, and include it with the bid award recommendation.	☐ Utilities & Solid Waste  Management Div. Director  ☐ Engineering & Planning  ☐ Solid Waste Management  ☐ Water & Sewer	
1. Procurement Item and Bid #: Architectual & Engineering for	☐ Community Development Division Director	
Middletown Fire Station RFP-12-CSC-03	☐ Planning & Development ☐ Permits and Inspections	
2. Name and phone number of staff person to be contacted regarding this procurement and will be present for the bid award recommendation: Jessica Reckley (x16779)	☐ Health Services Division Dir.	
Available Budget	☐ Mental Health	
3. Types of funds: Acct. #'s Balances	☐ Scott Key Center	100-
14.	☐ Substance Abuse	
1. Capital  9899-C11048-55101  \$4,965,000.00	☐ Citizens Services Division Dir.	
2. Operating □	☐ Child Advocacy Center	
3. Enterprise □	☐ Department of Aging	
	☐ Family Partnership	
4. Source of funds:	☐ Housing & Community	
1. County ☑ 3. Federal □	Development ☐ Office for Children & Families	
2. State $\Box$ 4. Other $\Box$	☐ Human Relations	
Concurrence List (Check applicable staff/department(s) and obtain signature(s)	☐ Workforce Services	NOTE OF THE PARTY
☐ Sheriff ☐ Corrections Bureau	☑ Fire & Rescue Services Div. Dir.	
☐ Law Enforcement Bureau	☐ Emergency Services Bureau	
	☐ Professional Services Bureau ☐ Technical Services Bureau	
☐ State's Attorney	1 Technical Services Bureau	
	☐ Interagency Info. Tech. Div. Dir.	
County Attorney	☐ Data	
☐ County Manager ☐ Volunteer Fire & Rescue	☐ GIS	
- Younger the & Rescue	☐ Voice	
☐ Business Dev. & Retention Div.	☐ Emergency Management Div. Dir.	
Animal Control Div.	☐ Emergency Communications ☐ Emergency Preparedness	
☐ Human Resources Div.	Emergency Preparedness	
☐ Transit Services Div.		
☑ Finance Division Director	<b>INDEPENDENT AGENCIES:</b>	
☐ Accounting	☐ Frederick County Public Libraries	
☑ Budget	<ul><li>☐ Board of Education</li><li>☐ Board of Elections</li></ul>	
☑ Procurement & Contracting	☐ Frederick Community College	
□ Risk	☐ Department of Social Services	
☐ Treasury	☐ Citizens Care & Rehab Center &	
☐ Parks & Recreation Div. Director	Montevue Assisted Living	
☐ Parks Management	☐ Liquor Commission	
☐ Recreation Programming	☐ Internal Audit Div.	
Custodial Services		
☐ Public Works Division Director ☐ Highways & Transportation ☐ Facilities & Project Services ☐ Constitution ☐ Facilities & Project Services	OTHER:	· 
Highways & Transportation		Revised 4/2/12
☐ Fleet Services ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐		

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Middletown Fire Station RFP-12-CSC-03	☐ Planning & Development ☐ Permits and Inspections	
Name and phone number of staff person to be contacted regarding this procurement and will be present for the bid award recommendation: <a href="Jessica Recklev">Jessica Recklev</a> (x16779)	☐ Health Services Division Dir. ☐ Community Health & Nursing ☐ Developmental Center ☐ Environmental Health	
3. Types of funds: Acet, #'s Balances	☐ Mental Health ☐ Scott Key Center ☐ Substance Abuse	
1. Capital       ☑ 9899-C11048-55101       \$4,965,000.00         2. Operating       □         3. Enterprise       □         4. Other       □	☐ Citizens Services Division Dir. ☐ Child Advocacy Center ☐ Department of Aging ☐ Family Partnership	
4. Source of funds:  1. County ☑ 3. Federal □  2. State □ 4. Other □  Concurrence List	<ul> <li>☐ Housing &amp; Community</li> <li>Development</li> <li>☐ Office for Children &amp; Families</li> <li>☐ Human Relations</li> </ul>	
(Check applicable staff/department(s) and obtain signature(s)  □ Sheriff □ Corrections Bureau □ Law Enforcement Bureau	<ul> <li>□ Workforce Services</li> <li>□ Fire &amp; Rescue Services Div. Dir.</li> <li>□ Emergency Services Bureau</li> <li>□ Professional Services Bureau</li> <li>□ Technical Services Bureau</li> </ul>	Ju8
☐ State's Attorney ☐ County Attorney ☐ County Manager ☐ Volunteer Fire & Rescue	☐ Interagency Info, Tech, Div. Dir. ☐ Data ☐ GIS ☐ Voice	
☐ Business Dev. & Retention Div.  ☐ Animal Control Div.  ☐ Human Resources Div.  ☐ Transit Services Div.	☐ Emergency Management Div. Dir. ☐ Emergency Communications ☐ Emergency Preparedness	
☐ Finance Division Director ☐ Accounting ☐ Budget ☐ Procurement & Contracting ☐ Risk ☐ Treasury	INDEPENDENT AGENCIES:  ☐ Frederick County Public Libraries ☐ Board of Education ☐ Board of Elections ☐ Frederick Community College ☐ Department of Social Services ☐ Citizens Care & Rehab Center &	
☐ Parks & Recreation Div. Director ☐ Parks Management ☐ Recreation Programming ☐ Custodial Services	Montevue Assisted Living ☐ Liquor Commission ☐ Internal Audit Div.	
<ul> <li>☑ Public Works Division Director</li> <li>☐ Highways &amp; Transportation</li> <li>☑ Facilities &amp; Project Services</li> <li>☐ Fleet Services</li> </ul>	OTHER:	Revised 4/2/12



#### **COMMISSIONERS**

Blaine R. Young President

C. Paul Smith Vice President

Billy Shreve

David P. Gray

Kirby Delauter

#### COUNTY MANAGER

Lori L. Depies, CPA

#### FINANCE DIVISION

Erin White, CPA Acting Director

# PROCUREMENT AND CONTRACTING DEPARTMENT

Diane George, CPPB

Director



TRUSTWORTHINESS • RESPECT
RESPONSIBILITY • FAIRNESS
CARING • CITIZENSHIP

CHARACTER COUNTSI and the Six Pillars of Character are service marks of the CHARACTER COUNTSI Coalition, a project of the Josephson Institute of Ethics. www.charactercounts.org

# FINANCE DIVISION FREDERICK COUNTY, MARYLAND

Procurement and Contracting Department

Winchester Hall • 12 East Church Street • Frederick, Maryland 21701 301-600-1069 • FAX 301-600-2521 • TTY Use Maryland Relay www.FrederickCountyMD.gov

#### **EXECUTIVE SUMMARY**

Purchasing Memo No. 13-071

RFP No. 12-CSC-03
Architectural and Engineering Design Services
for Middletown Fire Station

Recommendation to approve contract award to Bignell Watkins Hasser Architects, P.C.

County Funds Requested/Required: \$408,873

(Capital Improvements Program funds)

Recommendation to award a contract for RFP No. 12-CSC-03 Architectural and Engineering Design Services for Middletown Fire Station to Bignell Watkins Hasser Architects, P.C. for a total cost of \$408,873 as recommended by the Evaluation Committee.

Bignell Watkins Hasser will provide a schedule to complete the project within the contract cost and the County will approve the schedule before the Notice to Proceed is issued.



#### COMMISSIONERS

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C. Paul Smith Vice President

Billy Shreve

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#### **COUNTY MANAGER**

Lori L. Depies, CPA

#### FINANCE DIVISION

Erin White, CPA Acting Director

PROCUREMENT AND CONTRACTING **DEPARTMENT** 

Diane George, CPPB Director



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### FINANCE DIVISION FREDERICK COUNTY, MARYLAND

Procurement and Contracting Department

Winchester Hall • 12 East Church Street • Frederick, Maryland 21701 301-600-1069 • FAX 301-600-2521 • TTY Use Maryland Relay www.FrederickCountyMD.gov

TO:

**Board of County Commissioners** 

FROM:

Diane George, CPPB

Director of Procurement and Contracting

DATE:

November 21, 2012

MEMO:

#13-071

SUBJECT: Award Recommendation to Bignell Watkins Hasser Architects, P.C.

RFP No. 12-CSC-03, Architectural and Engineering Design Services

for Middletown Fire Station

#### **ISSUE**

Should the County award the contract for RFP No. 12-CSC-03 Architectural and Engineering Design Services for Middletown Fire Station to Bignell Watkins Hasser Architects, P.C. in the amount of \$408,873 as recommended by the Evaluation Committee?

#### **BACKGROUND**

Procurement and Contracting issued a request for Statements of Qualification (SOQ) No. 10-CSC-01 Architectural/Engineering Services for Fire Station Design and received thirty two (32) letters of interest and statements of qualification by the June 10, 2010 due date. The evaluation committee evaluated and ranked all responses and recommended a short-list of five firms that the Consultant Selection Committee approved on October 4, 2010. The short-listed firms were Bignell Watkins Hasser, Edmeades & Stromdahl, Hughes Group, Lemay Erickson Wilcox and Pacheco Ross.

Procurement waited to issue a Request for Proposals (RFP) until a Memorandum of Understanding (MOU) between the Middletown Volunteer Fire Company (MVFC) and the BoCC was developed and approved. The BoCC and MVFC recently executed MOUs for the design, construction, operation and maintenance of the fire station.

On June 28, 2012 Procurement issued RFP-CSC-03 Architectural and Engineering Design Services for Middletown Fire Station to the five short-listed firms and received responses from all of them by the July 20, 2012 due date.

Procurement facilitated the RFP review and evaluation by the Evaluation Committee consisting of representatives from DPW's Facilities Maintenance and Office of Transportation and Engineering, and the Division of Fire and Rescue Services.

The Evaluation Committee reviewed and evaluated the five proposals against the RFP evaluation criteria and met on August 27, 2012 to discuss and rank the technical proposals. Interviews were subsequently conducted with the five firms and then the Evaluation Committee evaluated their price proposals. Finally, the Evaluation Committee requested Best and Final Offers (BAFOs) from the firms and the total technical and price scores resulted in the final rank as follows:

Purchasing Memo # 13-071 November 21, 2012 Page 2

> Bignell Watkins Hasser Edmeades & Stromdahl Hughes Group Lemay Erickson Wilcox Pacheco Ross

Based on all the information obtained during the evaluation process, the Evaluation Committee recommends contract award to the highest ranked firm, Bignell Watkins Hasser, who is experienced with public safety facilities and has an excellent on-time/on-budget history.

#### **RECOMMENDATION**

The Director of Procurement and Contracting concurs with the contract award recommendation to Bignell Watkins Hasser Architects, P.C. and BoCC approval is requested.

#### **FUNDING**

The contract cost is \$408,873 and funds are available in the capital project account for the services. Bignell Watkins Hasser will provide a schedule to complete the project within the contract cost and the County will approve the schedule before the Notice to Proceed is issued.

Financial Implication: No	Yes <u>X</u>	(If yes, provide the following information.)
Existing Account Number: 14-989	99-C11048-55101	
DG: saj		
co: Evaluation Committee		



### **Frederick County Division of Public Works**

## DEPARTMENT OF FACILITIES AND PROJECT SERVICES OFFICE OF PROJECT MANAGEMENT

118 North Market Street

Frederick, Maryland 21701

(301) 600-2159 •Fax(301)600-3517

DEPARTMENT HEAD

Charles F. Nipe

DIRECTOR
Thomas J. Meunier

#### **MEMORANDUM**

TO:

Diane George, Director, Procurement & Contracting

THROUGH:

Thomas J. Meunier, P.E., Director, Division of Public Works

THROUGH:

Charles F. Nipe, Department Head, Facilities & Project Services

THROUGH:

Susan Barthol, Chief, Office of Project Management

FROM:

Jessica Reckley, Project Manager, Office of Project Management

DATE:

**November 1, 2012** 

SUBJECT:

Award Recommendation for RFP 12-CSC-03 Architectural and Engineering Design

Services for Middletown Fire Station

#### ISSUE

Should the Board of County Commissioners approve the selection of Bignell Watkins Hasser Architects, P.C. to provide architectural and engineering design services for the Middletown Fire Station in accordance with RFP 12-CSC-03?

#### BACKGROUND

Thirty-two letters of interest and statements of qualification were received in response to SOQ 10-CSC-01 by the Purchasing Department on June 10, 2010. Based on their review and evaluation of the SOQs received, the evaluation team recommended a short list of five firms which the Consultant Selection Committee approved on October 4, 2010. The issuance of a Request for Proposals (RFP) was delayed pending the development of a Memorandum of Understanding (MOU) between the Middletown Volunteer Fire Company (MVFC) and the Board of County Commissioners (BoCC) and the execution of other Division of Fire and Rescue Services CIP priorities. MOUs for the design and construction and operation and maintenance of the fire station were recently executed between the BoCC and the MVFC.

RFP 12-CSC-03 was issued to the five short-listed firms on June 28, 2012 and all five firms returned responses by July 20, 2012. The evaluation team reviewed and evaluated the five firms' technical proposals and interviewed the firms, then evaluated their price proposals. The evaluation team members were David Ennis, Chief, Facilities Maintenance, Steven Leatherman, Bureau Chief, Division of Fire Rescue Services, and Anthony Pellegrino, Project Manager, Office of Transportation and Engineering. Based on their

Award Recommendation for RFP 12-CSC-03 Architectural and Engineering services for the Middletown Fire Station
November 14, 2012
Page 2

evaluation process and results, the evaluation team recommends Bignell Watkins Hasser for contract award because they were the highest rank firm, they are experienced with public safety facilities and have an excellent on-time/on-budget history.

The firms were ranked as follows based on the sum of their technical and price proposal scores:

Rank	Consultant
1	Bignell Watkins Hasser
2	Edmeades & Stromdahl
3	Hughes Group
4	Lemay Erickson, Willcox
5	Pacheco Ross

#### RECOMMENDATION

Bignell Watkins Hasser Architects, P.C. total fee is \$408,873.00 and sufficient funds are available in the project account (14-C11048-55101) for this project. Staff recommends approval of the selection of Bignell Watkins Hasser Architects, P.C. for RFP 12-CSC-03.

#### **FUNDING INFORMATION**

Financial Implication: No \_\_\_\_ Yes X (If yes, provide the following information)

Existing Account Number: <u>14-9899-C11048-55101</u> Amount of County Funding Requested: \$408,873.00

cc: project file

Award Recommendation for RFP 12-CSC-03 Architectural and Engineering services for the Middletown Fire Station November 14, 2012 Page 2

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Financial Implication: No \_\_\_\_\_ Yes X (If yes, provide the following information)

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cc: project file